To find work instructions:

Locate on your employee site OR from HELP ➔ BEACON SAP Help

To add transactions to your favorites:
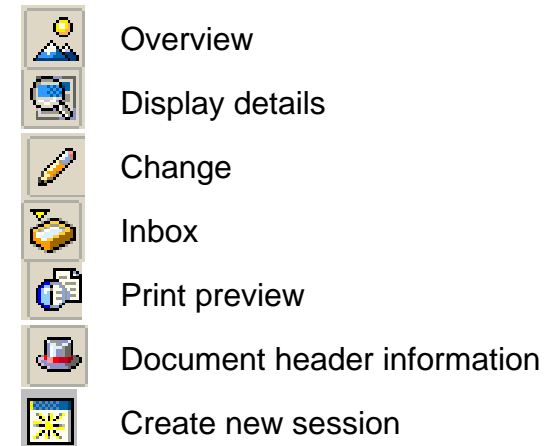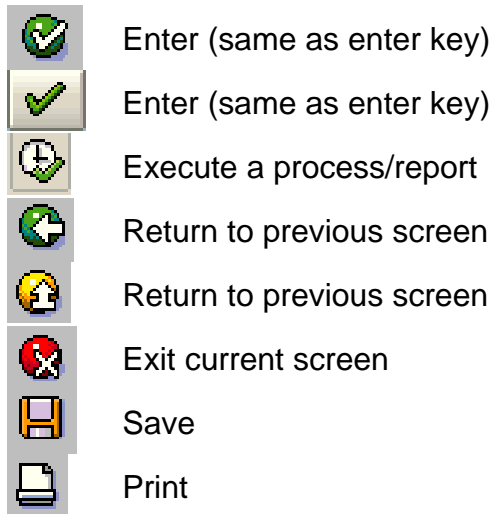
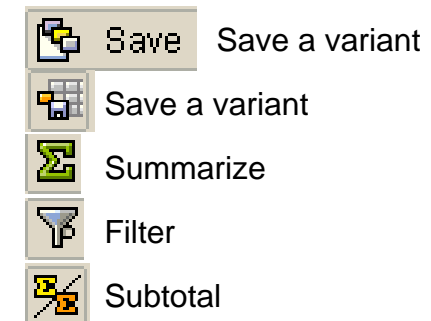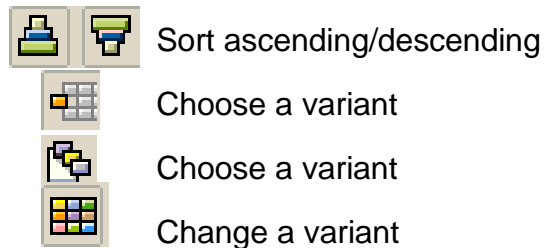Choose FAVORITES ➔ INSERT TRANSACTION

▽ 📁 Favorites
    ※ PA10 - Personnel File
    ※ PA20 - Display HR Master Data
    ※ PA30 - Maintain HR Master Data
    ※ PO13 - Maintain Position

To view the transaction code:

Choose EXTRAS ➔ SETTINGS ➔ check DISPLAY TECHNICAL NAMES

General navigation capabilities:

Icon	Description	Icon	Description
✅	Enter (same as enter key)	🔍	Overview
✔️	Enter (same as enter key)	🔍	Display details
⏱️	Execute a process/report	✏️	Change
⬅️	Return to previous screen	📥	Inbox
↩️	Return to previous screen	🖨️	Print preview
❌	Exit current screen	📄	Document header information
💾	Save	※	Create new session
🖨️	Print		

Report navigation capabilities:

Icon	Description	Icon	Description
🔼🔽	Sort ascending/descending	Save	Save a variant
▦	Choose a variant	▦	Save a variant
▦	Choose a variant	Σ	Summarize
▦	Change a variant	▽	Filter
		Σ	Subtotal

Search screen navigation capabilities:

Icon	Description	Icon	Description
🔍	Search	🌐	View global search results
🗑️	Delete from personal list	➡️	Enter filter data
➕	Add to personal list		
❓	View personal list		
🎩	Keep window on screen		